



Rule for Public Participation at Council Meetings

The Council wishes to encourage the public to attend. Agendas are posted on the noticeboards and website. Information is also on Facebook. As a general rule, all Council meetings are open to the public, however, from time to time, confidential items have to be discussed in which case the press and public are excluded in accordance with the Public Bodies (Admission to Meetings) Act 1960. This power is only used when necessary and the minutes will be open to the public after the meeting.

1. Members of the public are invited to give their views and questions to the Parish Council on issues on the agenda or raise issues for future consideration at the discretion of the Chairman. Member of the public wishing to raise issues which are not on the agenda are asked to notify the Clerk at least 8 hrs before the meeting. Members of the public may not take part in the Council meeting itself.
2. The period of time designated for public participation at a meeting in accordance with standing order 3(d) shall not exceed 30 minutes unless directed by the chair of the meeting.
Why 30 minutes? This was felt to be the correct amount of time to discuss any issue not on the agenda. Should any further discussion be needed, it can be entered on the agenda for a future meeting.
3. Subject to standing order 3(e), a member of the public shall not speak for more than 5 minutes.
4. A question shall not require a response at the meeting nor start a debate on the question. The chair of the meeting may direct that a written or oral response be given.
5. A person who speaks at a meeting shall direct his comments to the chair of the meeting.
6. Only one person is permitted to speak at a time. If more than one person wants to speak, the chair of the meeting shall direct the order of speaking.
7. A person who attends a meeting is permitted to report on the meeting whilst the meeting is open to the public. To "report" means to film, photograph, make an audio recording of meeting proceedings, use any other means for enabling persons not present to see or hear the meeting as it takes place or later or to report or to provide oral or written commentary about the meeting so that the report or commentary is available as the meeting takes place or later to persons not present. However, as a matter of courtesy the Chair should be advised before any recording takes place.
8. A person present at a meeting may not provide an oral report or oral commentary about a meeting as it takes place without permission.

Signed: L Wilson

Dated: 10/09/2025

Minute Reference: 09/25/85.8